

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
E-Mail: BC_County_Board@co.brown.wi.us
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that
the following meetings will be held**

**THE WEEK OF
July 11-15, 2016**

MONDAY, JULY 11, 2016

- | | | |
|----------|---------------------------------------|--|
| *4:30 pm | Neville Public Museum Governing Board | 3 rd Floor Board Room, Neville Museum
210 Museum Place |
| *5:30 pm | Executive Committee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, JULY 12, 2016

- | | | |
|----------|------------------------------------|---|
| *9:00 am | Traffic Safety Commission | Brown County Sheriff's Office
2684 Development Drive |
| *1:30 pm | Local Emergency Planning Committee | Brown County EOC
3030 Curry Lane |

WEDNESDAY, JULY 13, 2016
(No Meetings)

THURSDAY, JULY 14, 2016

- | | | |
|-----------|---|--|
| *8:30 am | Aging & Disability Resource Center – Board of Directors | Aging & Disability Resource Center
300 S. Adams Street |
| *12:00 pm | Crime Prevention Funding Board | Jury Room, Branch 4/8, Courthouse
100 S. Jefferson Street |
| *5:15 pm | Human Services Board | Board Rm A, Sophie Beaumont Bldg.
111 N. Jefferson Street |

FRIDAY, JULY 15, 2016
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

July 11, 2016

4:30 p.m.

Neville Public Museum

Boardroom

3rd floor

I. Call meeting to order

II. Approve/modify agenda

III. Museum Directors Report

a. Discussion and possible action of repatriation request from the Ho-Chunk Nation of Wisconsin

IV. Deputy Director Report

a. Temporary exhibit logistics

V. Such other matters as authorized by law

VI. Adjournment

Kevin Kuehn, Chair

Please contact Beth Lemke at 448-7848 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman
Patrick Buckley, Bernie Erickson, Erik Hoyer,
Richard Schadewald, John Van Dyck

EXECUTIVE COMMITTEE

Monday, July 11, 2016

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

*** REVISED – See Item 16a ***

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of June 6, 2016.

Comments from the Public

1. Review Minutes of: (None)

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Human Resources Report

- a) Insurance Update from M3.
- b) Turnover Report for May 2016.
- c) Department Vacancies Report as of June 2016.
- d) Position Approval Lists through June 27, 2016.

Communications

4. Communication from Supervisor Kaster re: Review the new Medical Examiner/Forensic Pathologist Department operation and relationship with funeral homes – include input from funeral homes. *Held for one month.*
5. Communication from Supervisor Campbell to establish a Personnel Committee for Brown County. *Referred from June County Board.*
6. Referral from Supervisor Zima requesting June Executive Committee agenda item #11e (Closed Session: Discussion regarding the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department) be referred back to next month's Executive Committee. *Referred from June County Board.* See Items 17, 18 & 19
7. Communication from Supervisors Sieber and Linssen to ask the Brown County District Attorney's office to investigate violations of closed sessions and/or the dissemination of classified information. *Referred from June County Board.*

8. Communication from Supervisor Van Dyck re: Recind the amendment to Sections 4.92 and 4.93 of Chapter 4 of the Brown County Code entitled "Grievance Procedure" made by the County Board in 2014. *Referred from June County Board.*
9. Communication from Supervisor Erickson re: Discussion and possible action requiring department heads to keep County Board Resolution binder along with internal policy binder to ensure county board policies are followed, and present them yearly to Administration to ensure compliance. *Referred to July meeting.*

Resolutions, Ordinances

10. Ordinance Amending Section 4.93 of Chapter 4 of the Brown County code entitled "Grievance Procedure". *Held until July.*
11. Resolution re: Reclassification of the Account Clerk II Position in the Treasurer's Department Table of Organization.
12. Resolution re: Authority to Execute a 2016 Labor Agreement with the Brown County Community Treatment Center Registered Nurses.
13. Resolution re: Reorganization of the Human Services – Community Treatment Center Table of Organization.
14. Resolution re: Reclassification of the Clerk/Typist II Position in the Clerk of Courts Table of Organization.
15. Resolution re: Reclassification of the LTE Legal Assistant I position in the District Attorney's Office Table of Organization.
16. Resolution re: Reorganization of the Sheriff's Department Table of Organization Housing Corporal and Intake Corporal.
- *16a. An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy".

Reports

17. Brown County Financial Statement Results – Levy Funded Departments as of May 2016.
18. County Executive Report
 - a) Budget Status Financial Report for May 2016.
19. Internal Auditor Report.
 - a) Board of Supervisors Budget Status Financial Report – May 2016 (Unaudited).
 - b) Monthly Status Update: June 1 – June 30, 2016.

Treasurer

20. ACTION - Review and approval or rejection of bids for vacant land tax deed properties: (Bid results of 6-30-16 attached)

Parcel #	Municipality	Address	Min. Starting Bid	High Bid	#of Bids
M-147	Town of Morrison	3195 Mill Road	\$ 5,933	\$ 8,075	3
ND-278-1	T. of New Denmark	6029 Benecke Road	\$ 2,000	\$ 7,250	42

Closed Sessions

21. Open Session: Discussion and possible action regarding convening in closed session to discuss the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department.
22. Closed Session: Discussion regarding the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. Pursuant to Wis. Stat., § 19.85(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. And, per Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened closed session for

purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

23. Reconvene in Open Session: Discussion and possible action regarding resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department.

Other

24. Such other matters as authorized by law.
25. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

SHERIFF'S OFFICE

Brown County

2684 DEVELOPMENT DRIVE
GREEN BAY, WISCONSIN 54311
PHONE (920) 448-4200 FAX (920) 448-6370



**JOHN R. GOSSAGE
SHERIFF**

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, notice is hereby given to the public that a regular meeting of the Brown County Traffic Safety Commission will be held on July 12th, 2016 at 9:00 a.m. at the Brown County Sheriff's Office, 2684 Development Dr., Green Bay, WI 54311.

Agencies reporting traffic fatalities for the second quarter of 2016 please forward incident information in advance to Dan Sandberg at:
Sandberg_DO@co.brown.wi.us. Thank you.

A G E N D A

1. Call to Order
2. Approve Minutes
3. US 41 Construction Update
4. Multi-Jurisdictional OWI Task Force Update
5. BOTS Updates
6. Second Quarter Traffic Fatalities
7. Review of Case Study/CTH X Fatal Crash
8. LE Technical Assistance to Increase Seat Belt Use Study
9. Citizen Appearances
10. Other Business as Allowed by Law

**Dan Sandberg, #210 BRSO
Brown County Traffic Safety Commission**



Brown County, Wisconsin
**Local Emergency Planning
Committee**

"A Plan for Hazardous Materials"
3030 Curry Lane
Green Bay, WI 54311
(920) 391-7431 FAX (920) 391-7435

LEPC AGENDA

July 12th, 2016 at 1:30 pm

Location: Brown County EOC, 3030 Curry Lane Green Bay, WI 54311

NOTICE OF PUBLIC MEETING:

The regular meeting of the Brown County Local Emergency Planning Committee will be held on Tuesday, May 10, 2016 1:30 pm, at Brown County EOC, 3030 Curry Lane Green Bay, WI 54311.

The Agenda is as follows:

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
4. **LEPC Round Table**
5. **Committee Reports**
 - a. PIE
 - b. Executive Committee
 - a. Request nominations for Vice-Chairperson
 - c. Planning Committee
6. **Other Reports:**
 - a. ARES/RACES Report
 - b. Recent Spills
 - c. Public/Private Partnership Report
 - d. EM Report
7. **Public Comment**
8. **Such other matters as authorized by law**
9. **Adjourn**

Brown County, Wisconsin
Local Emergency Planning Committee
"A Plan for Hazardous Materials"
3030 Curry Lane
Green Bay, WI 54311
Phone: (920) 391-7431
FAX (920) 391-7435

**AGING & DISABILITY RESOURCE CENTER
OF BROWN COUNTY
BOARD OF DIRECTOR'S MEETING**

Thursday, July 14, 2016 at 8:30 a.m.
ADRC 300 S. Adams Green Bay

AGENDA

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance		
8:32	2. Introductions		
8:33	3. Adoption of Agenda	Yes	Yes
8:35	4. Approval of the minutes of regular meeting of May 26, 2016	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"> • Must be limited to items not on the agenda • State name and address for the record • Comments will be limited to five minutes • The Board's role is to listen and not discuss comments or take action on those comments at this meeting 		
8:45	6. Finance Report <ul style="list-style-type: none"> a. Review and approval of May 2016 Finance Report b. Review and approval of Restricted Donations 	Yes Yes	Yes Yes
8:50	7. Report of the Executive and Finance Report: Preliminary Budget Review and Approval 2017 <ul style="list-style-type: none"> a. Review staff SWOT-tabled from May meeting b. Position Changes and approval c. New Board Members d. Retirement Options 	Yes Yes	Yes Yes Yes
9:50	8. Directors Report <ul style="list-style-type: none"> a. Update on Grounded Café b. Poverty Simulation c. Board Picture and Profiles 		
10:10	9. Legislative Updates		
10:15	10. Announcements		
	11. Next Meeting – August 25 th , 2016 At DePere Community Center		
10:30	12. Adjourn		Yes

Marvin Rucker, Chairperson
Aging & Disability Resource Center
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"



Brown County Crime Prevention Funding Board

Meeting

Thursday, July 14, 2016 at 12:00pm
Brown County Courthouse
Branch 4/8 Jury Room, 3rd Floor

Agenda

- I: Call Meeting to Order
- II. Approve Meeting Minutes
- III. Old Business
- IV. New Business

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Erik Pritzl, Executive Director

MEETING OF THE HUMAN SERVICES BOARD

Thursday, July 14, 2016

BROWN COUNTY HUMAN SERVICES-BOARD ROOM A

111 N. JEFFERSON STREET, GREEN BAY, WI 54311

5:15 P.M.

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of June 9, 2016 Human Services Board Meeting.
4. Executive Director's Report.
5. CTC Administrator Report including NPC Monthly Report.
6. Financial Report for Community Treatment Center and Community Programs.
7. *Statistical Reports.
 - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
8. *Request for New Non-Continuous Provider & New Provider Contract.
9. Other Matters.
10. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



JULY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	 County Board Office <i>Closed</i>	4 Ed & Rec @ PMI 5pm Tour 5:30 Meeting	5 Public Safety 11:00 am- Admin Cmte 6:15 pm	6	7	8
9						
10	11 Executive Cmte 5:30 pm	12	13	14	15	16
17	18	19 Veterans Recognition Subcmte 4:30 pm	20 Public Safety 5:00 pm Board of Supervisors 7:00pm	21 Human Services 5:30 pm	22	23
24	25 Land Con 6:00 PD&T 6:15 pm	26 	27	28	29	30
31						

BROWN COUNTY COMMITTEE MINUTES

- Public Safety Communications Advisor Board - Draft (May 11, 2016)
- Traffic Safety Commission (April 12, 2016)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY PUBLIC SAFETY COMMUNICATIONS ADVISORY BOARD



Chief Eric Dunning – Ashwaubenon PubSaf
Chief Jeff Roemer – DePere Fire/Rescue
Chief Andrew Smith – Green Bay PD
Chief Rich Vanboxtel – Oneida PD
Chief Perry Kingsbury – Wrightstown PD

Sheriff John Gossage – BC Sheriff
Chief Derek Beiderwieden – DePere PD
Chief Randy Bani – Hobart/Lawrence PD
Chief Mark Hendzel – Pulaski PD

Director Larry Ullmer – County Rescue
Chief David Litton – Green Bay Metro FD
Chief Kurt Minten – Lawrence FD
Chief Tom Kajawa – UW-Green Bay PD

A regular meeting was held on **May 11, 2016** at Brown County Public Safety Communications Building, 3028 Curry Lane, Green Bay, WI.

I. Call to Order

The meeting was called to order by Public Safety Communications Advisory Board Chair Chief Derek Biederwieden at 10:00 am.

II. Roll Call

Present:

Chief Derek Beiderwieden, Chair
Chief Eric Dunning
Captain Paul Ebel
Sheriff John Gossage
Chief Mark Hendzel
Chief David Litton
Chief Kurt Minten
Chief Dennis Rubin
Director Larry Ullmer
Chief Rich VanBoxtel

Also Present:

Cullen Peltier, Brown County Public Safety
Jodi Meyer, Brown County Public Safety

III. Approval/Modification of the Meeting Agenda

A motion to approve the May 11, 2016 agenda was made by Chief Minten and seconded by Chief VanBoxtel. Unanimously approved.

IV. Approval/Modification of the Minutes – January 27, 2016

A motion to approve the January 27, 2016 minutes was made by Director Ullmer and seconded by Sheriff Gossage. Unanimously approved.

V. Communications Center Update

Cullen explained that the Public Safety Department is fully staffed and trained. An online recruitment opened up May 10th to fill the eligibility pool where five candidates stand currently.

There will be an upcoming shift in the schedule due to cover weeks. The department will co-mingle 10's and 12's into two different groups.

The National Telecom Week went very well this year and the department is very thankful for the support from the agencies and public.

After meeting with a group of employees related to increasing our positive recognition, the department has added a tab on the website for public and/or responders to submit Kudos to staff. Internally a new Kudos survey for our staff will be posted for them to submit to Kudos to their staff. A newsletter will go out after the month ends with all of the Kudos listed also including hints and tips from Healthy Center.

An update on John Lampkin, Communications Specialist, was given that he is out on medical leave and in the interim to contact Cullen Peltier or Joe Massie.

The camera and fire suppression system project at the tower sites is complete. The fire suppression system has been installed but needs installation of air and side mechanical isolation to the HVAC units to complete the project.

VI. Phone/CAD Upgrades Update

Several low priority issues still stand with the installation of the phone system but are being worked on. A recent software upgrade has taken place to enable text to 9-1-1. This feature is not currently active in Brown County but will be soon. Policy and procedures are being established.

The CAD Upgrade Project will begin after the contract is finalized and signatures are obtained. The delay at this moment is semantics on licensing. The CAD upgrade will not go live before February 2017.

VII. Standardization Operating Procedures Update
(No updates were given).

VIII. Dispatch Users Group (DUG) Update

Staff and Agencies attended an Active Shooter Exercise on April 25, 2016.

IX. Roundtable

Cullen Peltier talked about the recent baby delivery recognition and commended all agencies involved. Cullen asked if anyone was aware of Wrightstown's plans with the vacant Chiefs position. Board members stated that the Wrightstown Police Chief position was posted.

Chief Rubin announced that they are in the final stages of finalizing the Blue Cards. Chief Rubin also updated the board that the DePere ladder truck will be out for service and repairs.

Captain Ebel reminded the board that May 14th there would be a Department inspection and group photo where extra coverage will be helping out.

Chief Litton let the board know that Chief Nieft will be retiring on June 3rd. June 4th Battalion Chief Goplin will become the new Assistant Chief. Chief Litton also brought up concerns for filling the soon vacant position of Emergency Management Director quickly and efficiently.

Chief Hendzel mentioned that along in the construction project of their new building, they will be adding a safe room with video audio and a locking system.

X. Other Matters

If anyone has Public Safety Communications Advisory Board meetings scheduled in their Outlook Calendar prepared by Karen Katers, they should manually delete the reoccurring invite.

XI. Next Meeting

The next meeting will be held on July 27, 2016.

XII. Adjourn

A motion to adjourn was made by Captain Gossage and seconded by Chief Minten.

Unanimously approved. Meeting adjourned at 10:54 am.

Chief Derek Biederwieden, Chair
Public Safety Advisory Board

Cullen Peltier, Director
Public Safety Communications

BROWN COUNTY TRAFFIC SAFETY COMMISSION MEETING MINUTES

A regular meeting of the Brown County Traffic Safety Commission was held on Tuesday, April 12, 2016, at 9:00 a.m., at the Brown County Sheriff's Office.

Present:	Rachel Ballast	Bob Schuurmans	Renee Ruiz
	Dave Hansen	Justin Steinbrinck	Randy Wiessinger
	Michael Panosh	Tom Witczak	Chris Blazek
	Dan Sandberg	Randy Schultz	

I. Call to Order

Chairman Sandberg called the meeting to order at 9:05 a.m.

II. Approve Minutes

Motion was made by Witczak and seconded by Hansen to approve the minutes from the January meeting. **Motion carried.**

III. I-41 Construction Update

Schuurmans had no new information to report. He stated that construction will be completed in October.

IV. Multi-Jurisdictional OWI Task Force Update

Panosh reported that the numbers continue to be consistent and are not rising. Green Bay will be holding a meeting for new ideas to deter drunk driving.

V. BOTS Updates

See above.

VI. First Quarter Traffic Fatalities

Sandberg reported four fatalities in the first quarter—Bellevue (1), Oneida (1) and Green Bay (2). He further reported that 8 of the 13 crashes in 2015 involved alcohol, with an average BAC of .211. So far in 2016, 2 of the 3 crashes involved alcohol, with an average BAC of .18.

VII. Case Study on CTH X Pedestrian Fatal Crash

Sandberg reviewed the reconstruction report. The driver was suspended and was positive for THC and would have had enough time to stop if he were paying attention. Sandberg stated there is no pedestrian crosswalk to the trailer park at this bus stop location. According to Hansen, a study would need to be done to warrant a crosswalk and that the sidewalk areas would need to be reconstructed. However, it was mentioned that the road into the trailer park at this intersection is considered a private driveway. Ballast stated that Green Bay Metro doesn't have to get approval for installing bus stop signs/shelters. One suggestion was putting up a pedestrian warning sign ahead of the bus stop. It was stated that there is a

bus stop on the trailer park side of the road. It was suggested removing the bus stop on the KI side of the road so that people will not have to cross the road to get to the trailer park. It was determined that a study really needs to be done first to find out where people using the bus stop at this location are mainly going—to work at KI or the trailer park.

VIII. Discussion on Leo Frigo Bridge Suicide/Attempted Suicide Issues

Sandberg stated that suicides on the Leo Frigo Bridge are a problem. There are signs up there with the crisis hotline phone number, but that doesn't do much. Fences/nets were suggested like what is being done on the Golden Gate Bridge in San Francisco. Schuurmans advised that bridge maintenance work still needs to be done and that special equipment may be required to get around the fencing/netting, which could be costly. There is a camera on both ends of the bridge, but the views to the top of the bridge are not good. Suicide in Brown County is a growing problem, but only a small percentage of suicides happen on the bridge, and maybe more education and resources for suicide prevention is needed. Sandberg will discuss this with Andrea Schultz.

IX. Review on TSC Social Media Site

Steinbrinck stated he created a Facebook page for the Brown County Traffic Safety Commission, to be used as a community outreach and awareness tool. No Twitter account for now. At this time, Steinbrinck is the only administrator of the page. TSC members are encouraged to post anything related to the TSC. The posts should be long-term information and not such things as road conditions. It was suggested that the agencies involved with the TSC be identified on the Facebook page so that the public knows who to contact if there are any questions.

X. Updates on Community Maps

Sandberg stated he is still working on this. A patrol lieutenant is updating fatality locations.

XI. Citizen Appearances

None.

XII. Other Business as Allowed by Law

Ballast suggested posting on the TSC Facebook page that construction season is starting. Panosh stated that the governor's highway safety conference will be held in Green Bay this year, August 23-25. Schuurmans suggested also posting on the TSC Facebook page about the new statute regarding cell phone use in

construction zones as well as posting any other traffic statutory changes in the future.

The next meeting was set for Tuesday, July 12, 2016, at 9:00 a.m., at the Brown County Sheriff's Office.

Motion was made by Hansen and seconded by Ruiz to adjourn the meeting. **Motion carried.** The meeting adjourned at 10:50 a.m.

Respectfully submitted,

Marsha Laurent
Recording Secretary